Most used shortcut keys for Microsoft Word:

Ctrl + A	Select all contents of the page.
Ctrl + B	Bold highlighted selection.
Ctrl + C	Copy selected text.
Ctrl + X	Cut selected text.
Ctrl + N	Open new/blank document.
Ctrl + O	Open options.
Ctrl + P	Open the print window.
Ctrl + F	Open find box.
Ctrl + I	Italicise highlighted selection.
Ctrl + K	Insert link.
Ctrl + U	Underline highlighted selection.
Ctrl + V	Paste.
Ctrl + Y	Redo the last action performed.
Ctrl + Z	Undo the last action.
Ctrl + G	Find and replace options.
Ctrl + H	Find and replace options.
Ctrl + J	Justify paragraph alignment.
Ctrl + L	Align selected text or line to the left.
Ctrl + Q	Align selected paragraph to the left.
Ctrl + E	Align selected text or line to the center.
Ctrl + R	Align selected text or line to the right.
Ctrl + M	Indent the paragraph.
Ctrl + T	Hanging indent.
Ctrl + D	Font options.
Ctrl + Shift + F	Change the font.
Ctrl + Shift + >	Increase selected font +1.
Ctrl +]	Increase selected font +1.
Ctrl + [	Decrease selected font -1.
Ctrl + Shift + *	View or hide non-printing characters.
Ctrl + (Left arrow)	Move one word to the left.
Ctrl + (Right arrow)	Move one word to the right.
Ctrl + (Up arrow)	Move to the beginning of the line or paragraph.
Ctrl + (Down arrow)	Move to the end of the paragraph.
Ctrl + Del	Delete the word to the right of the cursor.

Ctrl + Backspace	Delete the word to the left of the cursor.
Ctrl + End	Move the cursor to the end of the document.
Ctrl + Home	Move the cursor to the beginning of the document.
Ctrl + Space	Reset highlighted text to the default font.
Ctrl + 1	Single-space lines.
Ctrl + 2	Double-space lines.
Ctrl + 5	1.5-line spacing.
Ctrl + Alt + 1	Change text to heading 1.
Ctrl + Alt + 2	Change text to heading 2.
Ctrl + Alt + 3	Change text to heading 3.
F1	Open help.
Shift + F3	Change case of selected text.
Shift + Insert	Paste.
F4	Repeat the last action performed (Word 2000+).
F7	Spell check selected text and/or document.
Shift + F7	Activate the thesaurus.
F12	Save as.
Ctrl + S	Save.
Shift + F12	Save.
Alt + Shift + D	Insert the current date.
Alt + Shift + T	Insert the current time.
Ctrl + W	Close document.